

Year 2000 Commercial Activities Inventory Reporting Format & Definitions

Introduction

For the 1999 FAIR Act inventory, OMB identified the minimum data elements that needed to be included in FAIR Act submissions, but did not impose a specific report format (sequence and sorting order) for the inventory. The idea was to seek out alternative approaches to the inventory and to permit the agencies to incorporate their inventory reporting requirement into existing management system designs given the short time frames available. To allow for meaningful review across agencies, ease the transfer and aggregation of data, and facilitate public and congressional review of the inventories, a specific common format is required for the June 2000 Inventory submission. The Year 2000 Commercial Activities Inventory should be in the exact format and sequence, as well as the level of detail specified, using only those Activity/Function and Reason Codes supplied. As was done in the 1999 inventory, if an agency is claiming no commercial activities being performed by Federal employees, a memo to OMB to that effect is required.

Definition of Terms

- a. **Organization Unit.*** – Enter an alpha designation for the agency, sub-agency and/or bureau (alphanumeric codes will be accepted, if warranted) and provide a full list of all codes attached to the agency's inventory.
- b. **State, Territory, or Foreign Country*** – Enter States within the United States by its common two letter code.
- c. **Location***– For each function and for each location that a function resides, enter the place where the activity is performed. If the function is performed on an installation enter the name of the installation in this field (e.g., Air Force Academy, Ft. Hood, Patuxent River Naval Annex). If the function is not performed on an installation, enter the city, town, county or well known location (e.g., the Kansas City Center, Crystal City, Arlington County).
- d. **Activity/Function Code*** – Enter the Function Code from **Enclosure 3** that best describes the type of activity performed. Note: These have been expanded from last year's list to reflect agency comments/requests.
- e. **Activity/Functional Description*** – Enter the narrative description of each function code

from Enclosure 3 (or as refined by the agency) that best describes the type of activity performed listed under that Function Code.

- f. Commercial FTE*—Enter the number of commercial civilian full-time equivalents (FTE)¹ authorized for the Function/activity for FY 2000. When aggregated, the total number of inherently governmental civilian and commercial FTE should be consistent² with what was reported in the FY 2001 President’s Budget. Note: Include all civilian U.S. citizens and direct hire Foreign Nationals³ on the agencies payroll. Do not include foreign nationals hired indirectly through contractual arrangements with overseas host nations. Do not include those civilians paid through Non-Appropriated Funds (NAF).
- g. Reason Code* – Enter the Reason (Status) Code that best describes the status of the commercial FTE. **Enclosure 4** provides expanded definitions and usage.
- h. Year the Activity First Appeared on the Commercial Activities Inventory* – Enter all four digits of the fiscal year the activity first appeared on the inventory. All entries that appeared in the FY99 Commercial Activities and Inherently Governmental Inventory should be entered as 1999.
- The following situations constitute a new activity being added to the FAIR Act inventory and should be coded as “2000”: New Mission Requirements, Activities Converted to In-House, and Activities that were considered Inherently Governmental on the 1999 FAIR Act Inventory and have been changed to Commercial, by the agency or as a result of a FAIR Act challenge or Appeal.
- i. Responsible Official* – Enter the name, position title and phone number of the Federal employee responsible for the activity being on the list or the agency contact person from whom additional information about the activity may be obtained, including additional contacts from who additional information about the activity and the inventory listing may be obtained.
- j. Year of Cost Comparison or Conversion*— Enter all four digits of the most recent fiscal year

¹ A full-time equivalent, FTE, work-year is the *planned* use of 2,087 straight-time paid hours in a fiscal year (to include authorized leave and paid time off for training). For example, in the case of full-time employees with permanent appointments “one FTE” is normally comparable to “one employee.” Two part-time employees, each working 1,040 straight-time paid hours in a fiscal year, equal “one FTE.” Only straight-time, not over-time, is included in the calculations. See DoD Instruction 4100.33 for more details on how to calculate FTE.

² When there are significant deviations, a reasonable explanation should be provided at the time of submission.

³ Foreign National employees are non-US citizens employed by the US Armed Forces or by a host government to meet the needs of the US Armed Forces.

that an A-76 cost comparison or direct conversion was completed.

- k. CIV/FTE Savings*** - Enter the FTE savings generated by a cost comparison (including MEO savings), a direct conversion to contract, a termination or a privatization decision.
- l. Estimated Annualized Cost Comparison Dollar Savings*** - Enter the estimated annual savings that reflect the difference between the in-house bid MEO and the low contract offeror.
- m. Date of Completed Post MEO Performance Review*** - enter the date that the most recent Post MEO performance review was completed.

REASON CODE CLARIFICATIONS

Reason Codes applicable to commercial activities included on the 2000 Inventory of Commercial Activities are the same as those used in the 1999 Inventory. Additional clarification is provided to avoid confusion and facilitate consistency among agencies. The Reason Codes provided by OMB Circular A-76 Transmittal Memorandum No. 20 are provided, followed by a clarification narrative in *italics*.

Code

Explanation

- A** Indicates that the function is performed by Federal employees and is specifically exempt by the agency from the cost comparison requirements of the Circular and this Supplement.

This Reason Code is designed to permit the Agency Head to identify specific commercial activities as those that he/she does not believe should be subjected to privatization, outsourcing, reinvention or competition. Certainly, these are core mission activities that are commercial in nature. Many core activities may however, be achieved through contract support and may also be found in either Reason Code "B" or "C." Functions assigned Reason Code "A" are commercial functions that the Agency Head has determined must remain in-house. A justification of each use of Reason Code "A", by function code will accompany the 2000 Inventory as a part of the Annual Management Report.

- B** Indicates that the activity is performed by Federal employees and is subject to the cost comparison or direct conversion requirements of the Circular and this Supplement.

This Reason Code should be applied to any Function or Activity where the decision as to who should perform the work is a quality and cost based decision and the agency would expect that this decision would be based upon the results of a direct conversion competition (when authorized), or a cost comparison, conducted in accordance with OMB Circular A-76 and its Supplemental Handbook.

- C** Indicates that the activity is performed by Federal employees, but is has been specifically made exempt from the provisions of the Circular and this Supplement by Congress, Executive Order or OMB.

*This Reason Code should be applied to any Function/Activity where the decision as to who should perform the work is generally not a cost-based decision and a cost comparison would be inappropriate. This code applies to the Supplemental Handbook's exemption from the cost comparison requirements of the Circular for national defense related activities, direct patient care, **core** and research and development activities. Here the decision to convert to or from in-house or contract performance is not a cost-based decision. The problem is to get the right people, the right skills, the right knowledge at the right place and at the right time. These activities are currently performed by Federal employees, but, they do not enjoy the cost comparison protections afforded by the Circular; cost is a secondary consideration.*

- D** Indicates that the function is currently performed by in-house Federal employees and is in the process of being cost compared or converted directly to contract or interservice support agreement performance.

Employees in Functions/Activities listed under this code have been advised that the work performed is undergoing formal A-76 cost comparison or the agency is preparing for the direct conversion of work to contract or ISSA performance, in accordance with the Supplement. In the Department of Defense, congressional notification is required.

- E** Indicates that the function is retained in-house as a result of a cost comparison.

- F** Indicates the function is currently being performed by Federal employees, but a review is pending force restructuring decisions (i.e., base closure, realignment, consolidation, etc.).

- G** Indicates that the function is prohibited from conversion to contract because of legislation.

For the 2000 Inventory, each use of this code requires an attachment to the Inventory identifying the statute (US Code) that applies with explanation.

- H** Waiver issued.

- I** Indicates the function is being performed in-house as a result of a cost comparison resulting from a decision to convert from contract to in-house performance

YEAR 2000 COMMERCIAL ACTIVITIES INVENTORY

FUNCTION CODES

02/04/2000

The following list of Function/Activity Codes will be used to complete the Year 2000 Commercial Activities Inventory. While agencies may augment these Function Codes for internal use, by adding to the existing alphanumeric codes provided, agencies may not create new codes or add additional codes. Agencies are to use only the following approved Function Codes in their June 2000 submission, unless otherwise approved in advance by OMB.

A - Recurring Testing and Inspection Services

A100 Electronic
A200 Health
A300 Safety
A400 Transportation
A500 Food and Drug
A600 Other Technical Testing or Inspection
A700 Systems Certification Services
A000 ADP Administrative Support

B - Personnel Management

B100 Classification Reviews
B200 Employee Development
B300 Staffing Reviews
B400 Employee Relations Support
B500 Labor Relations Support
B501 Agency Equal Employment Opportunity Reviews
B502 Negotiated Dispute Resolution
B600 Examining
B700 Personnel Management Specialist
B000 Personnel Administrative Support

C - Finance and Accounting

C100 Voucher Examining
C200 Cash Receipt

- C300 Accounting Technicians
- C301 Accounts Payable
- C302 Travel Processing
- C303 Fixed Assets
- C304 Accounts Receivable
- C305 Collections
- C306 Customer Billings
- C307 General Accounting
- C308 Financial Report Generation
- C309 Cost Accounting
- C310 Payroll Processing
- C311 Claims Analysis
- C312 Payments Issuance Support/Processing
- C313 Financial Systems Support
- C314 Financial Management and Program Planning
- C15 Financial Management Operations
- C400 Budget Formulation, Analysis & Support
- C401 Financial Analysis
- C402 Cash and Debt Management
- C403 Financial Program Management
- C404 Business Performance Reporting
- C405 Business Performance Analysis
- C406 Cost Analysis
- C407 Mortgage Analysis
- C408 Asset Management and Disposal
- C405 Property Oversight
- C500 External Auditing
- C501 Internal Auditing
- C000 Administrative Support

D - Regulatory and Program Management Support Services

- D100 Regulatory Activities Support
- D101 Regulatory Economists/Statisticians
- D200 Data Collection and Analysis
- D201 Customer Surveys and Evaluations
- D300 Statistical Analysis
- D400 Compliance Surveys and Inspections
- D410 Compliance Operations
- D411 Compliance Assessments
- D500 Benefits and Entitlements Services
- D501 Customer Services
- D502 Administrative Reviews

D503 Compensation Claims Reviews
D600 Tax Law
D602 Revenue Officers
D603 Tax Examiners
D604 Taxation Customer Service and Contact
D605 Tax Law Specialist
D606 Asset Appraisal and Valuation
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews
D800 Air Traffic Control
D801 Air Traffic Systems Inspections
D900 Maritime Traffic Control
D910 Operation of Locks and Dams
D920 Bouey Maintenance
D930 Mine Safety and Health
D000 Administrative Support

E - Environment

E100 Hazardous Waste Management
E101 Environmental Restoration Analysis and Clean-up Services
E200 Solid Waste Data Collection/Analysis
E300 Pollution Prevention
E400 Air Pollution Data Collection/Analysis
E401 Clean Air Act Compliance/Pollution Prevention
E500 Water Data Collection/Analysis
E501 Clean Water Act Compliance/Pollution Prevention
E502 Safe Drinking Water Act Compliance/Pollution Prevention
E600 Environmental Planning/NEPA
E601 Environmental Impact Statements
E602 Environmental Impact Statement Reviews
E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800 Multimedia Compliance/Pollution Prevention
E000 Administrative Support

F - Procurement

F100 Quality Assurance
F200 Contracting (Operational)
F300 Contracting (Analysis) IBID.
F400 Recurring Purchasing
F000 Administrative Support

G - Social Services

G001 Care of Remains of Deceased Personnel & Funeral Services
G008 Commissary Store Operation
G009 Clothing Sales Store Operations
G010 Recreational Library Services
G011 Morale, Welfare, and Recreation Services
G012 Community Services
G100 Disaster Relief Applications Services
G101 Disaster Relief Services
G102 Librarian Services
G103 Library Operations and Management
G104 Technical Information Services
G900 Chaplain Activities and Support Services
G901 Housing Administrative Services
G904 Family Services
G905 Community Relations
G999 Other Social Services
G000 Administrative Support

H - Health Services

H101 Hospital Care
H102 Surgical Care
H105 Nutritional Care
H106 Pathology Services
H107 Radiology Services
H108 Pharmacy Services
H109 Physical Therapy
H110 Materiel Services
H111 Orthopedic Services
H112 Ambulance Services
H113 Dental Care
H114 Dental Laboratories
H115 Clinics and Dispensaries
H116 Veterinary Services
H117 Medical Records
H118 Nursing Services

H119	Preventive Medicine
H120	Occupational Health
H121	Drug Rehabilitation
H201	Medical Services
H202	Psychiatric and Psychology Services
H203	Ambulatory Care Services
H204	Domiciliary Care
H205	Extended Care Services
H206	Social Work
H207	Pathology & Laboratory Medicine
H208	Audiology & Speech Pathology Services
H209	Nuclear Medicine Services
H210	Podiatric Services
H211	Optometric Services
H212	Spinal Cord Injury Services
H213	GRECC Services
H214	Neurology Services
H215	Dermatology Services
H216	Radiation Therapy Services
H217	Mental Illness Research, Education & Clinic
H218	Rehabilitation Medicine Services
H219	Nutrition & Food Production Services
H220	Blind Rehabilitation Services
H221	Recreation Services
H222	Prosthetics & Sensory Aides Services
H223	Ambulatory Care Administration
H224	Learning Resource Centers
H225	Federal Employee Health Services
H226	VISN Services & VISN Support Service Center
H227	Veterans Canteen Service
H300	Emergency Medical Services Management Planning
H301	Emergency Medical Services
H400	Medical Evaluation Services
H401	Medical Officers
H402	Industrial Hygiene Reviews and Analysis
H403	Health Inspections
H404	Health Services Administration and Management
H999	Other Health Services
H000	Administrative Support

I - Investigations

I100	Inspector General Services
I200	Safety
I415	Non-field Technical Support to Criminal Investigations
I416	Non-Field Administrative Support Criminal Investigations
I420	Financial Audits

I430 Performance Audits
I440 Management Evaluations/Audits
I440 Logistics Audits
I500 Background investigations
I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition
I000 Administrative Support

**J - Intermediate, Direct or General Repair and
Maintenance of Equipment**

J501 Aircraft Maintenance
J502 Aircraft Engine Maintenance
J503 Missiles
J504 Vessels
J505 Combat Vehicles
J506 Noncombat Vehicles
J507 Electronic and Communication Equipment Maintenance
J510 Railway Equipment
J511 Special Equipment
J512 Armament
J513 Dining Facility Equipment
J514 Medical and Dental Equipment
J515 Containers, Textile, Tents, and Tarpaulins
J516 Metal Containers
J517 Training Devices and Audiovisual Equipment
J519 Industrial Plant Equipment
J520 Test, Measurement and Diagnostic Equipment
J521 Other Test, Measurement and Diagnostic Equipment
J522 Aeronautical Support Equipment
J999 Maintenance of Other Equipment
J000 Administrative Support

**K - Depot Repair, Maintenance, Modification, Conversion
or Overhaul of Equipment**

K531 Aircraft
K532 Aircraft Engines
K533 Missiles
K534 Vessels
K535 Combat Vehicles
K536 Noncombat Vehicles
K537 Electronic and Communication Equipment

K538 Railway Equipment
K539 Special Equipment
K540 Armament
K541 Industrial Plant Equipment
K542 Dining and Facility Equipment
K543 Medical and Dental Equipment
K544 Containers, Textile, Tents, and Tarpaulins
K545 Metal Containers
K546 Test, Measurement and Diagnostic Equipment
K547 Other Test, Measurement and Diagnostic Equipment
K548 Aeronautical Support Equipment
K999 Other Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L200 Grants Monitoring and Evaluation
L000 Administrative Support

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P000 Administrative Support

R - Research, Development, Test, and Evaluation (RDT&E)

R100 Theoretical Research
R103 Biomedical Research
R104 Animal Research
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance
R902 Models Design and Construction

R000 Administrative Support

S - Installation Services

S700 Natural Resource Services
S701 Public Affairs/Relations
S702 Financial and Payroll Services
S703 Debt Collection
S706 Bus Services
S708 Laundry and Dry Cleaning
S709 Custodial Services
S710 Pest Management
S712 Refuse Collection and Disposal Services
S713 Food Services
S714 Furniture Repair
S715 Office Equipment Maintenance and Repair
S716 Motor Vehicle Operation
S717 Motor Vehicle Maintenance
S718 Fire Prevention and Protection
S719 Military Clothing
S720 Prison Plant Operations and Maintenance
S721 Prison Security Operations (Guards)
S723 Other Prison Operations (Food, Administrative)
S724 Other Guard Services
S725 Electrical Plants and Systems Operation and Maintenance
S726 Heating Plants and Systems Operation and Maintenance
S727 Water Plants and Systems Operation and Maintenance
S728 Sewage and Waste Plants Operation and Maintenance
S729 Air Conditioning and Refrigeration Plants
S730 Other Utilities Operation and Maintenance
S731 Supply Operations
S732 Warehousing and Distribution
S733 Building Services
S734 Leasing Services
S735 Engineering Services
S736 Plumbing Craft Support Services
S737 Electrical Craft Support Services
S739 Locksmithing
S740 Transportation Management Services
S741 Supply, Warehousing and Distribution Services Management
S742 Inventory Analysis and Management

S750 Museum Operations
S751 Curator Services
S752 Exhibits Management and Planning
S753 Facility Security Management
S760 Contractor-Operated Parts Stores & Civil Engineering Supply Stores
S999 Other Installation Services
S000 Administrative Support

T - Other NonManufacturing Operations

T800 Ocean Terminal Operations
T801 Storage and Warehousing
T802 Cataloging
T803 Acceptance Testing
T804 Architect-Engineering
T805 Operation of Bulk Liquid Storage
T806 Printing and Reproduction
T807 Visual Information
T808 Mapping and Charting
T809 Administrative Telephone Services
T810 Air Transportation Services
T811 Water Transportation Services
T812 Rail Transportation Services
T813 Engineering and Technical Services
T814 Aircraft Fueling Services
T815 Scrap Metal Operation
T816 Telecommunication Centers
T817 Other Communications and Electronics Systems
T818 Systems Engineering and Installation of Communications Systems
T819 Preparation and Disposal of Excess and Surplus Property
T820 Administrative Support Services
T821 Special Studies and Analysis
T822 Operations Research
T823 Actuarial Services
T830 Interior/Facility Design
T831 Drafting Services
T832 Construction Management
T833 Civil Engineering & Analysis Services
T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T838 Safety Engineering & Analysis Services

T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis
T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T854 Royalty Management Operations.
T900 Training Aids, Devices, and Simulator Support
T999 Other NonManufacturing Operations
T000 Administrative Support

U - Education and Training

U100 Recruit Training
U200 Officer Acquisition Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training
U305 Vocational Rehabilitation
U400 Flight Training
U500 Professional Development Training
U501 Management Training
U502 Medical & Health Training
U503 Engineering & Architectural Training
U504 Legal Training
U505 Business/Financial/Budget Training
U506 Inspection (IG) Training
U510 Professional Military Education
U520 Graduate Education, Fully Funded, Full-time
U530 Other Full-time Education Programs
U540 Off-Duty (Voluntary) and On-Duty Education Programs
U600 Civilian Education and Training
U610 Law Enforcement Training
U700 Dependent Education
U800 Training Development and Support
U999 Other Training Functions
U000 Administrative Support

W - Automatic Data Processing

W500 Data Maintenance
W501 Report Processing/Production
W600 Data Center Operations
W824 Data Processing Services
W825 Maintenance of ADP Equipment
W826 Systems Design, Development and Programming Services
W827 Software Services
W828 Seat Management Services
W829 Client Services
W999 Other ADP Functions
W000 Administrative Support

X - Products Manufactured and Fabricated In-House

X931 Ordnance Equipment
X932 Products Made From Fabric or Similar Materials
X933 Container Products and Related Items
X934 Preparation of Food and Bakery Products
X935 Liquid, Gaseous and Chemical Products
X936 Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937 Logging and Lumber Products
X938 Communications and Electronic Products
X939 Construction Products
X940 Rubber and Plastic Products
X941 Optical and Related Products
X942 Sheet Metal Products
X943 Foundry Products
X944 Machined Parts
X999 Other Products Manufactured and Fabricated In-House
X000 Administrative Support

Y - Other Selected Functions

Y100 Combat Forces
Y110 Operational Forces
Y120 Operational Planning and Control
Y130 Intelligence
Y150 Classified Activities
Y200 Commanders and Support Staff
Y300 Embassy Activities
Y400 Legal Services
Y401 General Attorney's Services
Y402 Administrative Appeals

Y403 Paralegal
Y410 Criminal Investigation
Y420 Judicial
Y430 Administrative Hearings
Y440 Federal Licensing and Permitting
Y450 Maritime Activities
Y451 Search and Rescue
Y452 Aids to Navigation
Y453 Marine Safety/Inspection
Y510 Budget and Financial Program Management
Y520 Public Works and Real Property Maintenance Program Management
Y530 Personnel, Community Activities and Manpower Program Management
Y540 Maintenance and Logistics Program Management
Y550 Information and Telecommunications Program Management
Y600 Contracting
Y650 Acquisition (Equipment and Weapons Systems)
Y999 Other Functions
Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

Z991 Maintenance and Repair of Family Housing Buildings and Structures
Z992 Maintenance and Repair of Buildings and Structures Other Than Family Housing
Z993 Maintenance and Repair of Grounds and Surfaced Areas
Z997 Maintenance and Repair of Railroad Facilities
Z998 Maintenance and Repair of Waterways
Z999 Other Maintenance, Repair, Alteration, and Minor Construction of Real Property
Z000 Administrative Support